

16 DEC 1983

ADPP 293-83

MEMORANDUM FOR: Deputy Director for Administration

FROM: Allen R. Elkins
Director of Finance

SUBJECT: Financial Integrity

1. To the best of my knowledge, the activities taking place during fiscal year 1983 within the Office of Finance have been appropriately approved and carried out in accordance with law and Agency regulations. Obligations are valid and are supported in accordance with Agency regulations. Expenditures have been properly approved. Due care has been exercised to protect resources from misuse and misappropriation. Activities have been managed in an efficient and effective manner. Internal accounting and administrative controls are operational and effective.

2. To the best of my knowledge, during fiscal year 1983 revenues and expenditures applicable to operations for which the Agency is responsible were accounted for, certified and recorded so that reliable financial and statistical reports could be prepared and accountability of assets maintained.

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Allen R. Elkins